

# Lesson 1: Overview of Workforce Administration

## Welcome



Lesson 1 provides an overview of Workforce Administration in SHARP, which is used to set up and maintain employee information. We will look at various pages and fields and describe how they are used.

In Lesson 2 we will discuss entering transactions, which include employee hires, promotions, transfers, terminations, salary increases, leaves of absence and employee personal information.

The data entered in Workforce Administration plays an important role in employee pay, how timesheets are created, longevity bonuses, and benefits deductions.

# Lesson 1: Overview of Workforce Administration

## Lesson Objectives

After completing this lesson, you will be able to:

- Understand the relationship between an employee's Position and Job Data
- Use Effective Dates to add and update employee information
- Identify Actions and Reasons used to enter job information for an employee
- Search for employees in SHARP

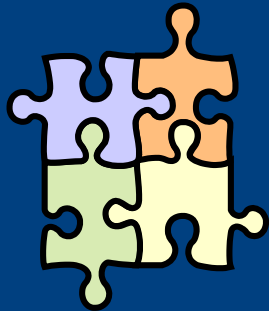
# Lesson 1: Overview of Workforce Administration

## Lesson Topics

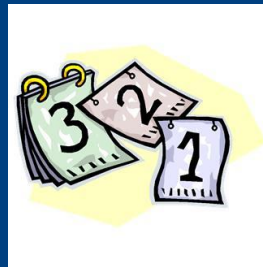
In this lesson you will learn about the following topics.



Topic 1:  
Online  
Resources



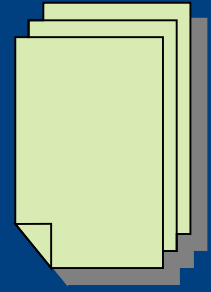
Topic 2:  
Relationships



Topic 3:  
Effective  
Dates



Topic 4:  
Add or  
View Data



Topic 5:  
Workforce  
Administration  
Pages

# Lesson 1: Overview of Workforce Administration

## ❑ Online Resources

### ❑ SHARP Customer Service Web Site

<https://www.admin.ks.gov/offices/personnel-services/sharp>

- Action/Reason Guide
- Kansas Administrative Regulations
- Documents/Forms



Check out many more online resources on the web site. We'll discuss just a few here.

# Lesson 1: Overview of Workforce Administration

## Online Resources

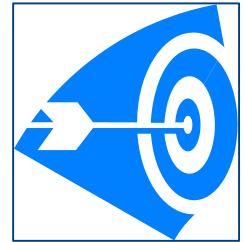
### Action/Reason Guide

- The **Action/Reason Guide** describes the Actions and Reasons to use when adding or updating positions or employee Job Data in SHARP. It explains when to use each one and references the appropriate Kansas Administrative Regulation (K.A.R.) when applicable.

### [Action/Reason Code User Guide](#)

Action/Reason Code User Guide

Action	Description	Reason	Description	Component	When to Use
CNV	Conversion	CNV	Conversion	Central Use only	Central use only. Used for changes associated with PeopleSoft upgrades. Agencies should not use this code.
DEM	Demotion	DCN	Conversion	Central Use only	Central use only. Used for changes associated with PeopleSoft upgrades. Agencies should not use this code.
DEM	Demotion	INV	Involuntary	Job Data	Move a classified employee from a position in one class to a position in another class having a lower pay grade for disciplinary purposes or other good cause. K.A.R. 1-6-27; K.S.A. 75-2949



Print the Guide so you can refer to it as you enter data in SHARP.

# Lesson 1: Overview of Workforce Administration

## Online Resources

### Kansas Administrative Regulations (K.A.R.)

- You can review the K.A.R.s to implement the state human resource program here:  
<https://admin.ks.gov/offices/personnel-services/agency-information/regulations>.
- Most of them apply only to classified employees unless otherwise specifically stated.
- Because the actions and reasons on the Action/Reason Guide are tied to the K.A.R.s, you should read the K.A.R. for more information and details. This can help you determine which action and reason is appropriate for your data entry.



# Lesson 1: Overview of Workforce Administration

## Online Resources

### SHARP Messages

- Join the SHARP Infolist to receive up-to-date information relating to SHARP transactions, procedures, and system status delivered to your email inbox.
- Sign up by going to <https://www.admin.ks.gov/offices/personnel-services/sharp/infolist> and click on the link to subscribe to the SHARP Infolist.
- An archive of messages is also available to review.



**Kansas** *AD ASTRA PER ASPERA*  
Department of Administration  
*Excellent customer service, every time!*

HOME ABOUT OUR AGENCY OFFICES SERVICES RESOURCES CONTACT US 2018 EMPLOYEE SERVICE AWARD CEREMONY

Home / Offices / Personnel Services / SHARP / Infolist

**SHARP**  
STATEWIDE HUMAN RESOURCE AND PAYROLL SYSTEM

**SHARP Infolist**

**Why should I join the SHARP Infolist?**

You will receive up-to-date information relating to SHARP transactions, procedures, and system status, conveniently delivered straight to your Inbox.

**SHARP Hours:**  
Mon-Fri: 7AM-6PM  
Sat: 1PM-9PM

**SHARP Help Desk:**  
785-368-8000  
Option 1 (SHARP)

# Lesson 1: Overview of Workforce Administration

## ❑ Relationships

### ❑ How Recruiting Relates to Job Data

Often you will hire an applicant using the Recruiting process in SHARP. At other times, your applicant will not go through the recruiting process, such as unclassified direct appointments and new hires for classified temporary positions.

These applicants are hired in Workforce Administration pages and you are creating a Job Data record for that person. Some of the things that happen when you enter a new hire are:

- The name, address, and other demographic information you enter creates the Personal Information within Workforce Administration.
- The effective date of a new hire establishes the Service Date and Length of Service calculation on the Employment Data pages.
- The position number you enter pulls in the Job Title, Department, Location, Salary Plan, Employee Class, and much more from Position Data.



## Lesson 1: Overview of Workforce Administration

### ❑ Relationships

#### ❑ Between Positions and Employee Job Data

Changes made to Position Data may automatically update Job Data if the position is filled.

For example, if you enter a department change row in Position Data, SHARP inserts a row in Job Data with the same effective date and action/reason.

It is important to check employee Job Data after entering changes to the position. You'll need to manually add a row if Job Data didn't automatically update.

# Lesson 1: Overview of Workforce Administration

## ❑ Relationships

### ❑ Between Positions and Employee Job Data

Some of the common Position Change data entries that also insert a Job Data row if the position is filled are:

Action	Reason	When to Use
Position Change	Percent/FTE Change	Change the FTE associated with the position, such as from 1.0 to .50
Position Change	Funding Change	Update funding information
Position Change	Position Data Update	Use for all situations not covered by other available reason codes, such as changing the position to a new location code or new department
Position Change	Reports To Change	Use when only the Reports To number is changed

# Lesson 1: Overview of Workforce Administration

## □ Relationships

### □ Between Positions and Employee Job Data

Some Position Data changes also require you to enter additional information in Job Data.

For example, if you reallocate or change the job code for a filled position in Position Data, SHARP adds a corresponding row to Job Data. However, you must manually add another row in Job Data, using effective sequencing, to enter the employee's pay rate.

The action/reason entered on the Job Data row you add depends on the circumstances. For example, if the employee's position was reallocated to a higher pay grade and the employee stays on the same step the action is 'Promotion' and the reason is 'Promotion New Position/Class.'

In Lesson 2 you'll learn more about entering rows in Job Data.

# Lesson 1: Overview of Workforce Administration

## Relationships

### Between Positions and Employee Job Data

The position reallocation action/reasons below drop a corresponding row into an incumbent's Job Data. You must manually add another row in Job Data, using effective sequencing, and enter the appropriate action/reason.

Action	Reason	When to Use
Position Change	Change in Duties	Assign a position to a different job classification due to a change in duties. K.A.R. 1-4-7
Position Change	Reallocation – Position Review	Assign position to a different job classification and new pay grade as the result of a position review conducted by the agency or OPS at the request of the employee or agency. K.A.R. 1-4-7
Position Change	Reallocation Per Ad Hoc Study	Assign position to a new job code and classification when the existing classification is abolished as the result of an ad hoc classification study conducted by OPS pursuant to K.S.A. 75-2938.
Position Change	Recruitment Purposes	Assign a position to a different job class and new pay grade for recruiting purposes due to a lack of qualified candidates and no training class exists. K.A.R. 1-4-7 and K.A.R. 1-4-2
Position Change	Training Purposes	Use in accordance with K.A.R. 1-4-2, K.A.R. 1-4-7, K.A.R. 1-4-8, K.A.R. 1-6-22a (Training Classes) and K.A.R. 1-6-31 (Governor's Training Program) to temporarily reallocate a position to the lowest level class in a series when it serves as a training class for training a new employee or to use the Governor's Trainee Program.
Position Change	Title Change	Use in accordance with K.A.R. 1-4-3 and K.A.R. 1-4-7 when a position is reviewed and the job classification changes to a new job classification on the same pay grade. Also use on unclassified job code changes to existing positions.

# Lesson 1: Overview of Workforce Administration


## Relationships

### Between Job Data Actions and Employee Status

- When you select an action to change a person's job data, the system may change the employee's HR or Payroll Status. HR Status indicates whether the employee is still active in the human resources system. The Payroll Status indicates the payroll or job status of the employee. A person can have an active HR status but not currently receiving pay. Conversely, a person could have an inactive job record but continue to receive pay.
- For example, if you select the Action of Paid Leave of Absence, SHARP changes the HR Status to Inactive and changes the Payroll Status from Active to Leave With Pay.

#### TIP

A change in HR Status or Payroll Status can affect an employee's benefits or payroll processing.

*Effective Date	02/01/2019	
Effective Sequence	0	
HR Status	Active	
Payroll Status	Leave With Pay	
*Action	Paid Leave of Absence	
Reason	Job Injury (KAR 1-9-22)	
*Job Indicator	Primary Job	

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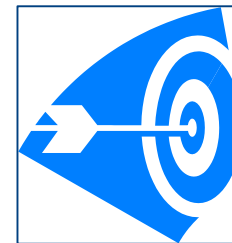
## Effective Dates

In this topic, let's discuss effective dates, which allow you to store historical data, see changes in data over time, and enter future data.

Effective dates enable you to maintain a chronological history of all of your data - allowing you to scroll back to a particular time to look at information on position data or employee records. You can view History (past), Current (present), and Future information on positions and employees.

All Job Data pages (except Employment Data) use effective dated rows. When you insert a new row on the Work Location page, the new date displays on the other Job Data pages.

Since Employment Data doesn't use effective dates, changes on the page overwrite existing data.



Click on  to insert new row.

Today's date is on the new row – change the effective date if needed.


Data from the prior row copies into the new row.


Change the Action/Reason and other data as appropriate.

# Lesson 1: Overview of Workforce Administration

## Effective Dates – Effective Sequencing

Sometimes several actions are effective on the same date in Job Data. For example, two actions effective on the same date are needed when an employee's position is reallocated and the change results in a promotion and pay increase.

<b>*Effective Date</b> 02/10/2019 			
<b>Effective Sequence</b>	0	<b>*Action</b>	Position Change
<b>HR Status</b>	Active	<b>Reason</b>	Reallocation - Position Review
<b>Payroll Status</b>	Active	<b>*Job Indicator</b>	Primary Job

<b>*Effective Date</b> 02/10/2019 			
<b>Effective Sequence</b>	1	<b>*Action</b>	Promotion
<b>HR Status</b>	Active	<b>Reason</b>	Promotion New Position/Class
<b>Payroll Status</b>	Active	<b>*Job Indicator</b>	Primary Job

# Lesson 1: Overview of Workforce Administration

## Effective Dates

How to enter two rows with the same effective date in Job Data.

1. Add a row on Work Location page. Effective Sequence defaults to 0.
2. Enter Effective Date, Action/Reason and related data entry.
3. Add another row on Work Location page.
4. Enter 1 in Effective Sequence field.
5. Enter same Effective Date as on previous row.
6. Enter Action/Reason and related data entry.
7. Save.



# Lesson 1: Overview of Workforce Administration

## □ Add or View Data

### □ Add, Update/Display, or Include History Data

The action type you select determines what information you can see and what you can enter on each row.

For example, Update/Display only shows the top row of data, which may be current or future. No rows of history data show.

Action	View	Change	Insert Row
Add			Create new record
Update/Display	Current, Future	Future Only	Effective date greater than or equal to current date
Include History	History, Current, Future	Future Only	Effective date greater than or equal to current date
Correct History (OPS Only)	History, Current, Future	All	Add or change rows with no restrictions

## Lesson 1: Overview of Workforce Administration

- ❑ **Add or View Data**
- ❑ **Correct History**

Only designated staff in the Office of Personnel Services, Department of Administration, can Correct History to add or change rows with no date restrictions.

If you need to correct current or historical data, submit a request to the SHARP Corrections staff.

Click on the 'Corrections' link on the SHARP Customer Service website at <https://www.admin.ks.gov/offices/personnel-services/sharp> or send an email to [sharp@ks.gov](mailto:sharp@ks.gov).

# Lesson 1: Overview of Workforce Administration

## ❑ Add or View Data

### ❑ How Action Types Work in Job Data

#### Update/Display

All agencies have Update/Display access

- View current and future-dated rows (not history)
- Change future-dated rows (not current or history)
- Insert new rows with an effective date greater than or equal to the date of the current row

#### Include History

All agencies have Include History access

- View all Job Data – future, current, and history
- Change future dated rows (not current or history)
- Insert new rows with an effective date greater than or equal to the date of the current row

# Lesson 1: Overview of Workforce Administration

## □ Add or View Data

### □ How Action Types Work in Job Data



**Add a Person**

Person ID  x

Add Person

[Search for Matching Persons](#)

**Add Employment Instance**

Empl ID  Q

Empl Record

Add Relationship

**Manage Hires**

\*Select Transactions Where Start Date ▼

From 09/02/2019 📅 To 09/22/2019 📅

Refresh

All agencies can add new records to SHARP.

You must enter all required information for the record to add to SHARP.

Here are three examples of the Add action type.

# Lesson 1: Overview of Workforce Administration

## ☐ Workforce Administration Pages ☐ Searching for Employees

**Job Data**

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Empl ID

Empl Record

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

☐ Include History   ☐ Correct History

[Basic Search](#)

**Name** - This is the employee's full name (First Name<space>Middle Initial<space>Last Name).  
 Ex. Kathleen R Smith  
 If you're unsure of the full name you can use a wildcard % such as Ka%Smith.

Or you can use both the Name and Last Name fields. Type in as much as you know how to spell such as 'Kat' in the Name field and 'Smit' in Last Name field.

SHARP has several ways to search for employees.

You can enter information in fields on the Job Data search page.

# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages

### Searching for Employees

Search by National ID (Social Security Number) in Personal Information.

#### Search by National ID

National ID

\*Search in Employees / Contingents / POI ⌵ »

Click here after SS Number is entered

#### Lookup by National ID

Q

1-1 of 1

View All

National ID	Empl ID	Name	Country	National ID Type
















# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages

### Personal Information - Name

Employee Name, Address, and SSN are some of the data entered in Personal Information. We'll just look at a few of the fields here. More detailed information is provided in Lesson 2.

Daffy Jordan
Person ID K00000000000

Name	    1 of 2      <a href="#">View All</a>
<div> *Effective Date <input type="text" value="02/27/2019"/>   </div> <div> *Format Type <input type="text" value="English"/>  </div> <div> Display Name Daffy Jordan </div>	<div> 2. Click on Edit Name to update an employee's name      </div> <div> 1. Click the + to add a row       </div>


# Lesson 1: Overview of Workforce Administration


## Workforce Administration Pages


### Personal Information


You will enter data in these fields.

**Biographic Information**

→ **Date of Birth** 01/14/1980  Years 39 Months 0



**Date of Death** 




**Birth Country** USA  United States


**Birth State** 


**Birth Location**  ☐ Waive Data Protection



---


**Biographical History**  | < > 1 of 1  | View All

**\*Effective Date** 01/18/2019   

→ **\*Gender** Male 

→ **\*Highest Education Level** Master's Degree 

→ **\*Marital Status** Divorced  As of 03/05/2015 

**Language Code** 

**Alternate ID**

☐ Full-Time Student

Date of Birth

Gender

Highest Education Level

Marital Status



# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages

### Personal Information

The employee's Social Security Number is stored in the National ID field.

National ID

1-1 of 1
View All

*Country	*National ID Type	National ID	Primary ID		
USA	Social Security Number	111-11-1111	<input checked="" type="checkbox"/>	+	-

**NOTE:** Depending on your SHARP security, Birthdates and SS numbers may be data masked for security purposes. Birthdates will appear as Month/Day/XXXX (01/14/XXXX) and SS numbers only showing the last four digits (XXX-XX-1111).

# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages

### Personal Information

Biographical Details
Contact Information
Regional

Daffy Jordan Empl ID K0000000000

#### Current Addresses

Address Type	As Of Date	Status	Address			
Home	01/18/2019	A	1234 Main St Topeka, KS 66603 Shawnee	<a href="#">View Address Detail</a>	+	-

#### Phone Information

*Phone Type	Telephone	Extension	Preferred			
Mobile	555/555-5555		<input checked="" type="checkbox"/>	+	-	

#### Email Addresses

*Email Type	*Email Address	Preferred			
Business	mrp22173@gmail.com	<input checked="" type="checkbox"/>	+	-	

#### Instant Message IDs ?

*IM Protocol	*IM Domain	*Network ID	Preferred			
			<input type="checkbox"/>	+	-	

**Do not** click the + button in Current Addresses to change the address. The + button here is used to add another type of address, such as mailing.

To change an employee's Home address, click on this link to open a new area to change the address.

Go to the next page to see how this is done.

# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages

**Address History**

Address Type Home

Address History 1 of 2

\*Effective Date 02/04/2019 Address 1234 Main St Topeka, KS 66603 Shawnee + -

Country USA \*Status A

2 → Add Address

Effective Date 01/18/2019 Address 1234 Main St Topeka, KS 66603 Shawnee + -

Country USA Status A

OK Cancel Refresh

Effective Date 01/18/2019 Address 1234 Main St Topeka, KS 66603 Shawnee + -

Country USA Status A

OK Cancel

**Edit Address**

Country United States

Address 1 111 Stone St

Address 2

Address 3

City Topeka State KS Kansas

Postal 66611

County Shawnee

3

OK Cancel

1. Click the + to open Address History.
2. Click Add Address link to open Edit Address.
3. Change the address and click OK to return to Personal Information.
4. Save

# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages Personal Information

Biographical Details

Contact Information

Regional

Daffy Jordan

Person ID K0000000000

USA

Ethnic Group

Regulatory Region

USA

United States

Ethnic Group

PACIF

Native Hawaiian/Oth Pac Island

☐ Primary

Select employee's Ethnic Group, if known

History

Effective Date

01/18/2019

Relates to I-9 Form (e.g. driver's license, social security card, or passport)

Date Entitled to Medicare

Citizenship (Proof 1)

☒ Eligible to Work in U.S.

Citizenship (Proof 2)

Veteran

Military Status

Not indicated

Central staff verifies and enters Veteran's Preference status when requested

Military Discharge Date

Edit Discharge Date

Smoker History

	*Smoker	*As of		
1				

# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages

### Job Data

Job Data contains several pages and links. Here is where you'll view or enter a person's employment with the State of Kansas, such as promotions, transfers, and retirement. Let's review the pages and links and discuss the information in the fields.

Work Location

Job Information

Job Labor

Payroll

Salary Plan

Compensation

Kansas Information

Daffy, Jordan

Employee

Empl ID K0000000000

Empl Record 0

Work Location Details ?

\*Effective Date

01/17/2019

Effective Sequence

0

HR Status

Active

Payroll Status

Active

\*Action

Hire

Reason

Vacant Position

\*Job Indicator

Primary Job

Go To Row

+

-

Position Number

K0206231

Applications Developer

Current

Override Position Data

Position Entry Date

01/17/2019

☐ Position Management Record

Regulatory Region

USA

United States

Company

SOK

State of Kansas

Business Unit

SOKBU

State of Kansas BU

Department

6520100155

Information Technology

Department Entry Date

01/17/2019

Location

KTLND

Landon State Office Building

Establishment ID

SOK

State of Kansas

Date Created

01/17/2019

Last Start Date

01/17/2019

Expected Job End Date

Job Data

Employment Data

Earnings Distribution

Benefits Program Participation

# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages

### Job Data – Work Location

<b>Work Location</b>	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Kansas Information
----------------------	-----------------	-----------	---------	-------------	--------------	--------------------

Daffy Jordan

Empl ID K0000000000

Employee

Empl Record 0

**Work Location Details** ?

\*Effective Date 01/17/2019

Effective Sequence 0

HR Status Active

Payroll Status Active

\*Action Hire

Reason Vacant Position

\*Job Indicator Primary Job

Regulatory Region	USA	United States
Company	SOK	State of Kansas
Business Unit	SOKBU	State of Kansas BU
Department	6520100155	Information Technology
Department Entry Date	01/17/2019	
Location	KTLND	Landon State Office Building
Establishment ID	SOK	State of Kansas
		Date Created 01/17/2019

Last Start Date 01/17/2019

Expected Job End Date

Job Data	Employment Data	Earnings Distribution	Benefits Program Participation
----------	-----------------	-----------------------	--------------------------------

This information is at the top of each page in Job Data

Effective Date: Date the data goes into effect

Sequence: Enter values 0-9 to create multiple job records on the same effective date

HR Status: Indicates if person is Active, Suspended, or Terminated in SHARP.

Payroll Status: Indicates if person is active in payroll system and receiving pay.

Action/Reason: Select job Action/Reason for the change

# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages

### Job Data – Work Location

Work Location

Job Information

Job Labor

Payroll

Salary Plan

Compensation

Kansas Information

Daffy Jordan

Empl ID K0000000000

Employee

Empl Record 0

Work Location

Position Number

K0206231

Applications Developer

Override Position Data

Position Entry Date

01/17/2019

Position Management Record

Regulatory Region

USA

United States

Company

SOK

State of Kansas

Business Unit

SOKBU

State of Kansas BU

Department

6520100155

Information Technology

Department Entry Date

01/17/2019

Location

CTLND

Landon State Office Building

Establishment ID

SOK

State of Kansas

Establishment ID

SOK

State of Kansas

Date Created

01/17/2019

Last Start Date

01/17/2019

Expected Job End Date

1 of 1

To Row

+

-

Job Data

Employment Data

Earnings Distribution

Benefits Program Participation

Position Number: Position to which employee is assigned

Position Entry Date, Department, Department Entry Date and Location default from Position Data

# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages

### Job Data – Job Information

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Kansas Information
---------------	-----------------	-----------	---------	-------------	--------------	--------------------

Daffy Jordan  
Employee

Empl ID K0000000000  
Empl Record 0

Job Code	070906	Applications Developer
Entry Date	01/17/2019	
Supervisor Level		
Reports To	K0000000	Applications Development Supv K0000000000
Regular/Temporary	Regular	Full/Part Full-Time
Empl Class	Other	*Officer Code None
Regular Shift	Not Applicable	Shift Rate
Classified Ind	Unclassified	Shift Factor

**Standard Hours** ?

Standard Hours	40.00	Work Period	W	Weekly
FTE	1.000000			
<input checked="" type="checkbox"/> Adds to FTE Actual Count?		<input type="checkbox"/> Encumbrance Override		

**Contract Number** ?

Contract Number	<input type="text"/>	Next Contract Number
Contract Type		

USA

FLSA Status	Nonexempt	Work Day Hours
EEO Class	Professionals	

All information on this page defaults from Position Data.

Job Code: Job Code of the job classification  
Entry Date: Date the employee began working in the job code  
Reports To: Position number and Title of employee's supervisor.  
Regular/Temporary: Indicates if position is Regular or Temporary  
Full/Part: Indicates if position is Full Time or Part Time  
Empl Class: Identifies general employee groups and may affect leave accrual  
Classified Indicator: Indicates if the position is classified or unclassified.



# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages

### Job Data – Job Information

Work Location	<b>Job Information</b>	Job Labor	Payroll	Salary Plan	Compensation	Kansas Information
---------------	------------------------	-----------	---------	-------------	--------------	--------------------

Employee: Daffy Jordan      Empl ID: K0000000000      Empl Record: 0

**Job Information Details** ? 1 of 1

Effective Date	01/17/2019	Action	Hire
Effective Sequence	0	Reason	Vacant Position
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Active		

Go To Row

Job Code: 070906      Applications Developer

Entry Date: 01/17/2019

Supervisor Level

**Standard Hours** ?

Standard Hours	40.00	Work Period	W	Weekly
FTE	1.000000			
<input checked="" type="checkbox"/> Adds to FTE Actual Count?		<input type="checkbox"/> Encumbrance Override		

**Contract Number** ?

Contract Number  Next Contract Number

Contract Type

USA

FLSA Status: Nonexempt      Work Day Hours

EEO Class: Professionals

Standard Hours: Number of hours an employee is scheduled to work each week and is used in SHARP calculations.

Work Period: Should always be Weekly

FTE: Full Time Equivalent of the position

Adds to FTE Actual Count?: Indicates if the position counts toward agency FTE total

FLSA Status: Indicates if position is exempt or nonexempt

EEO Class: EEO category of the position's job code.

Defaults from Job Code Table

# Lesson 1: Overview of Workforce Administration

- ❑ Workforce Administration Pages
  - ❑ Job Data – Job Labor

State of Kansas does not use this page

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Kansas Information
---------------	-----------------	-----------	---------	-------------	--------------	--------------------

Daffy Jordan Empl ID K0000000000

Employee Empl Record 0

**Labor Information** 1 of 1

Effective Date	01/17/2019		<b>Go To Row</b>
Effective Sequence	0	Action	Hire
HR Status	Active	Reason	Vacant Position
Payroll Status	Active	Job Indicator	Primary Job

Bargaining Unit

Current

# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages

### Job Data - Payroll

Work Location Job Information Job Labor **Payroll** Salary Plan Compensation Kansas Information

Daffy Jordan Empl ID K0000000000  
Employee Empl Record 0

Payroll Information ? 1 of 1

Effective Date 01/17/2019 Go To Row

Effective Sequence 0 Action Hire

**Payroll for North America ?**

Pay Group	N15	Non Exempt 7-day
Employee Type	H	Hourly
Tax Location Code	KS	Kansas State Taxes
GL Pay Type	UR	
Combination Code		

Combination Code Edit ChartFields

Pay Group: Payroll code assigned to employees based on the position's FLSA status

Holiday Schedule: Code that determines the number of hours of holiday credit auto-inserted on employee's timesheet for each state holiday

Employee Type: Type of employee for payroll processing that defaults from Position Data

Tax Location Code: Code is based on employee's work location

FICA Status: Determines Social Security and Medicare taxes

GL Pay Type: Determines correct expenditure sub-object to charge to payroll when general ledger transaction is charged. Defaults from Position Data.

Combination Code: Used for funding sources in Commitment Accounting

# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages

### Job Data – Salary Plan

Work Location	Job Information	Job Labor	Payroll	<b>Salary Plan</b>	Compensation	Kansas Information
---------------	-----------------	-----------	---------	--------------------	--------------	--------------------

Employee: Daffy Jordan      Empl ID: K0000000000  
Empl Record: 0

---

**Salary Plan Details** ? 1 of 1

Effective Date	01/17/2019	Action	Hire
Effective Sequence	0	Reason	Vacant Position
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Active		

---

Salary Admin Plan	UNC	↻	Unclassified Pay Plan	Grade Entry Date	01/17/2019
Grade	001	↻	Unclassified Salary Plan	Step Entry Date	
Step	<input type="text"/>				<input type="text"/>

☐ Includes Wage Progression Rule

Salary Administration Plan: Salary Plan associated with the position's job code

Grade: Pay grade on the salary plan

Grade Entry Date: Date on which the employee was first assigned to the pay grade

Step: Pay grade step of the employee (Required for classified employees)

Step Entry Date: Defaults the date the employee entered this step of the pay grade

# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages

### Job Data - Compensation

Work Location Job Information Job Labor Payroll Salary Plan **Compensation** Kansas Information

Daffy Jordan Empl ID K0000000000  
Employee Empl Record 0

Compensation Details 1 of 1

Effective Date 01/17/2019  
Effective Sequence 0 Action Hire

Go To Row

Compensation Rate		25.000000	Frequency	H	Hourly
<b>Comparative Information</b>					
Change Amount	0.000000	USD	Hourly		
Change Percent	0.000	Compa-Ratio	0.19		
<b>Pay Rates</b>					
Annual	52,000.000000	USD	Daily	200.000000	USD
Monthly	4,333.333333	USD	Hourly	25.000000	USD

Pay Components 1-1 of 1

Amounts Controls Changes Conversion II

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1 NAHRLY	0	25.000000	USD	H		+	-

Calculate Compensation

Compensation Rate: Rate calculates based on the Comp Rate field on the bottom of the page. It is based on the Compensation Frequency of either Hourly (nonexempt employees) or Biweekly (exempt employees)

Frequency: Defaults in based on the position's FLSA Status and Employee Type

Change Amount: Amount of any changes in compensation rate between the current row and prior effective dated row

Change Percent: Percent of any changes in compensation rate between the current row and prior effective dated row

Pay Rates of Hourly, Daily, Monthly, Annual: Calculated rates based on the comp rate and position's Standard Hours

# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages

### Job Data – Compensation cont.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | **Compensation** | Kansas Information

Daffy, Jordan | Empl ID: K0000000000  
Employee | Empl Record: 0

**Compensation Details** ? 1 of 1

Effective Date: 01/17/2019  
Effective Sequence: 0  
HR Status: Active  
Payroll Status: Active

Action: Hire  
Reason: Vacant Position  
Job Indicator: Primary Job

Go To Row

Compensation Rate: 25.000000  
Frequency: H Hourly

**Comparative Information** ?

Change Amount: 0.000000 USD Hourly  
Change Percent: 0.000 Compa-Ratio: 0.19

**Pay Rates** ?

Default Pay Components

**Pay Components** ?

Amounts | Controls | Changes | Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1 NAHRLY	0	25.000000	USD	H		+	-

Calculate Compensation

Rate Code: Most common is NAHRLY (North American Hourly)

Seq: Sequence is most often 0

Comp Rate: The rate in this field calculates the rates in the Pay Rates area (Annual, Daily, etc.). Press the **Default Pay Components** button used for employees who are on a pay grade/step to pull the hourly rate into this field. For employees who are not on a pay grade/step (such as unclassified employees), enter an hourly rate and press the **Calculate Compensation** button.

# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages

### Job Data – Kansas Information

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	<b>Kansas Information</b>
---------------	-----------------	-----------	---------	-------------	--------------	---------------------------

Daffy, Jordan Employee      Empl ID: K0000000000      Empl Record: 0

**Kansas Information**      1 of 1      View All

Effective Date: 01/17/2019      Effective Sequence: 0      Job Indicator: Primary Job  
 Short Description: Hire      Vacant Position      Current

**Assignment Method:** Select Predefined Schedule      **Schedule Group:** SOKID

**Schedule Effective Date:** 01/17/2019      **\*Schedule ID:** 8M-F

**Country:** USA      **State:** KS      **County:** SN Shawnee

Status:      Probation End Date:      Date Next Increase:      GHI Direct Bill Member Type:      DB Approval Date:

Assignment Method: Default "Select Predefined Schedule"

Schedule Group: Default "SOKID"

Schedule Effective Date: Same as Hire date for this employee

Schedule ID: Employee's 'Work Schedule' code

Country and State: Defaults to USA and KS

County: County where the position is located as indicated in Position Data

# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages

### Job Data – Kansas Information cont.

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	<b>Kansas Information</b>
---------------	-----------------	-----------	---------	-------------	--------------	---------------------------

Daffy, Jordan Employee      Empl ID K0000000000      Empl Record 0

---

**Kansas Information**      🔍 | < << 1 of 1 >> > | View All

---

Effective Date: 01/17/2019      Effective Sequence: 0      Job Indicator: Primary Job  
 Short Description: Hire      Vacant Position      Current

---

**Salary Authorized:** B Board of Education  
**\*Employment Status:** N 🔍 N/A  
**Probation End Date:**  📅      **Date Next Increase:**  📅  
**GHI Direct Bill Member Type:**  🔍      **DB Approval Date:**  📅

Salary Authorized: Defaults from Position Data

Employment Status: Status is Original Probation, Promotional Probation, Trainee, Permanent, or Not Applicable.

Probation End Date: Date the employee's Original Probation or Promotional Probation ends

Date Next Increase: For eligible employees, the system calculates when they are to receive their next step increase based on when the employee started on the current step.

GHI Direct Bill Member Type and DB Approval Date: Do not enter data in these fields



# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages

### Employment Data

<b>Employment Information</b>		Kansas Employment	
Daffy, Jordan		Empl ID K0000000000	
Employee		Empl Record 0	
Organizational Instance ?			
<b>Organizational Instance ?</b>			
<b>Organizational Instance Rcd</b> 0		<b>Original Start Date</b> 01/17/2019	
Organizational Assignment Data ?			
Instance Record			
Last Assignment Start Date 01/17/2019		First Assignment Start 01/17/2019	
Assignment End Date			
<b>Home/Host Classification</b>	Home	<b>Years</b>	<b>Months</b> <b>Days</b>
<b>Company Seniority Date</b>	01/17/2019	<input type="checkbox"/> Override	0 0 19
<b>Benefits Service Date</b>	01/17/2019	<input type="checkbox"/> Override	0 0 19
Probation Date			
Professional Experience Date		Last Verification Date	
Business Title Applications Developer		Position Phone	

State of Kansas doesn't use many of the fields on this page. Below are the ones used:

Organizational Instance Rcd: Same as the Employee Record #  
Original Start Date: Employee's original hire date  
Benefits Service Date: Employee's service date used to calculate length of service. The date can be adjusted to adjust length of service.

# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages

### Employment Data

Employment Information

Kansas Employment

Daffy, Jordan

Empl ID K0000000000

Employee

Empl Record 0

Organizational Instance ?

Organizational Instance Rcd 0

Original Start Date 01/17/2019

Override

Last Start Date 01/17/2019

First Start Date 01/17/2019

Termination Date

Years Months Days

Org Instance Service Date 01/17/2019

Override

0 0 19

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date 01/17/2019

First Assignment Start 01/17/20

Assignment End Date

Home/Host Classification Home

Years Months Day

Company Seniority Date 01/17/2019

Override

0 0 19

Benefits Service Date 01/17/2019

Override

0 0 19

Seniority Pay Calc Date 01/17/2019

Override

0 0 19

Probation Date

Professional Experience Date

Last Verification Date

Business Title Applications Developer

Position Phone

Time Reporter Data

Clicking on the Time Reporter Data link on the Employment Data page moves you to the Time and Labor Data page to enter Time Reporter Data.

# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages

### Employment Data

Time and Labor Data

Daffy Jordan

Empl ID K0000000000

Empl Record 0

Payable Time Start Date

01/17/2019

Time Reporter Data

1 of 1

View All

\*Effective Date

01/17/2019

\*Status

Active

\*Time Reporter Type

Elapsed Time Reporter

Elapsed Time Template

SOKBASIC

Basic: TRC & Hours Fields

Punch Time Template

Time Period ID

\*Workgroup

SS\_7DAYHR

Self-Service Hourly 7 day

\*Taskgroup

652NONTASK

652NONTASK

Task Profile ID

TCD Group

Payroll

☒ Send Time to Payroll

Commitment Accounting

☒ For Taskgroup  
☒ For Department

You will enter data in fields in Time and Labor Data to set up timekeeping information on the employee. This page is discussed in more detail in Lesson 2 of the Workforce Administration computer-based training. The Time and Labor computer-based training provides even more in-depth information.

# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages

### Employment Data

Employment Information		Kansas Employment											
<u>Daffy Jordan</u>		Employee	Empl ID K0000000000										
		Empl Record	0										
<b>Length of Service</b> <table border="1"> <tr> <td>Years:</td> <td>Months:</td> <td>Days:</td> <td>19</td> </tr> </table>		Years:	Months:	Days:	19	<b>Length of Service Adjustments</b> <table border="1"> <tr> <td>Years:</td> <td><input type="text"/></td> <td>Months:</td> <td><input type="text"/></td> <td>Days:</td> <td><input type="text"/></td> </tr> </table>		Years:	<input type="text"/>	Months:	<input type="text"/>	Days:	<input type="text"/>
Years:	Months:	Days:	19										
Years:	<input type="text"/>	Months:	<input type="text"/>	Days:	<input type="text"/>								

Length of Service: Displays the current length of service which also shows on the Employment Information page.

Length of Service Adjustment: One way to adjust the length of service by entering a positive number to increase and a negative number to decrease length of service. For example, to deduct one year enter -1 in the Years field. To deduct 40 days, enter -40 in the Days field. The amount entered will be deducted or added after you save.

# Lesson 1: Overview of Workforce Administration

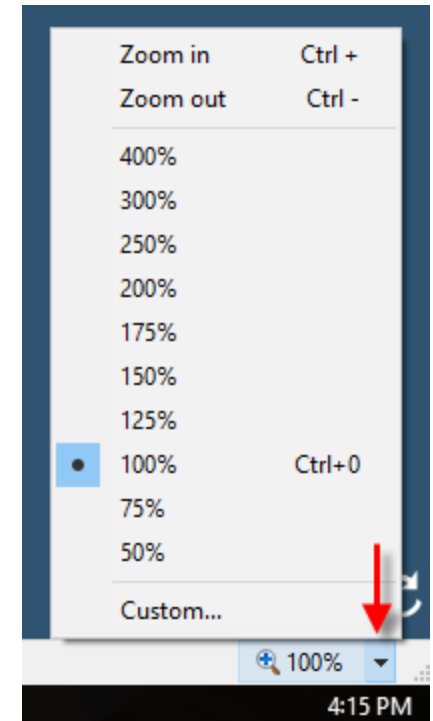
## ❑ Workforce Administration Pages

### ❑ Resizing SHARP Pages

Fluid pages on a computer monitor will be bigger and some pages may not fit within the screen without scrolling to see the remainder of the page.

To resize the page, hold the Ctrl key down then use the scroll on your mouse to increase or decrease the size.

You can also adjust screen size by clicking the change zoom level, located in the lower right hand corner of the page and selecting the predetermined sizes or enter a custom size.



# Lesson 1: Overview of Workforce Administration

## ☐ Workforce Administration Pages

### ☐ Benefit Program Participation

Use the Benefit Program Participation page to view or update information relating to an employee's eligibility for benefits and to enter Annual Benefits Base Rate information used to calculate imputed income for the employee.

Employees in benefits eligible positions are:

Classified Regular

Unclassified Regular

Unclassified Temporary with Employee Class of 'L' (Unclassified Temp Ben Elig) or 'P' (Special Project)

If FTE is:

.90 or greater are full-time for benefits

.50 - .89 are part-time for benefits

.49 or less are not benefits eligible

Benefit programs are:

FT1 – all full-time employees

PT1 – all part-time employees

GEN – not benefits eligible

GRT – used on non-benefits eligible employee record if employee is also active on a benefits eligible position and for those employees working after retirement (KPERS).

# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages


### Benefit Program Participation

**Benefit Program Participation**

Daffy Jordan Empl ID K0000000000

Employee Empl Record 0

**Benefit Status** ?

**Benefit Record Number** 0 

Payroll Status Active Job Indicator Primary Job

\*Benefits System Benefits Administration Current ☐

Annual Benefits Base Rate 52000.000 USD Benefits Employee Status Active

**Benefits Administration Eligibility** ?

BAS Group ID BA	Benefits Administration	
Elig Fld 1 KSSN	Elig Fld 2 FT1	Elig Fld 3
Elig Fld 4	Elig Fld 5	Elig Fld 6
Elig Fld 7	Elig Fld 8	Elig Fld 9

**Benefit Program Participation Details** ? 1 of 1 | View All

\*Effective Date 01/17/2019 Currency Code USD

\*Benefit Program FT1 Full-time: Salary Range 1

The Benefit Record Number is used when an employee has more than one Empl Record.

The Benefit Record Number indicates which position is responsible for benefits.

The position with the matching Empl Record is responsible for benefits.

# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages

### Benefit Program Participation

**Benefit Program Participation**

Employee: Daffy Jordan Empl ID: K0000000000  
Empl Record: 0

**Benefit Status** ? 1 of 1

Benefit Record Number:  Go To Row

Effective Date: 01/17/2019  
Effective Sequence: 0  
HR Status: Active  
Action: Hire  
Reason: Vacant Position

**\*Benefits System** Benefits Administration ▼

**Annual Benefits Base Rate** 52000.000 USD

BAS Group ID:  Benefits Administration

Elig Fld 1:  Elig Fld 2:  Elig Fld 3:

Elig Fld 4:  Elig Fld 5:  Elig Fld 6:

Elig Fld 7:  Elig Fld 8:  Elig Fld 9:

**Benefit Program Participation Details** ? 1 of 1 View All

\*Effective Date:  Currency Code: USD + -

\*Benefit Program:  Full-time: Salary Range 1

Benefits System is 'Benefits Administration' for non-Regents agencies.

Agencies must manually enter Annual Benefits Base Rate (ABBR) amount, which is usually the same as the Annual Rate on the Compensation page.

ABBR is used to calculate the imputed income amount for employees enrolled in a Group Term Life deduction code. If the ABBR is incorrect, the imputed income amount may be under or over reported as taxable wages on the employee's W2.

For additional information about imputed income, see the Documents section on the SHARP Customer Service web site.



# Lesson 1: Overview of Workforce Administration

## Workforce Administration Pages

### Benefit Program Participation

**Benefit Program Participation**

Employee: Daffy Jordan      Empl ID: K0000000000  
Empl Record: 0

**Benefit Status** ?      1 of 1

Benefit Record Number: 0      Go To Row

Effective Date: 01/17/2019  
Effective Sequence: 0  
HR Status: Active  
Payroll Status: Active

Action: Hire  
Reason: Vacant Position  
Job Indicator: Primary Job

**Benefits Administration Eligibility** ?

BAS Group ID: BA      Benefits Administration

Elig Fld 1: KSSN      Elig Fld 2: FT1  
Elig Fld 4:      Elig Fld 5:      Elig Fld 7:      Elig Fld 8:

**Benefit Program Participation Details** ?

\*Effective Date: 01/17/2019      Currency Code: USD  
\*Benefit Program: FT1      Full-time: Salary Range 1

Elig Fld 1 - Manually enter the code which starts with the EE's home state abbreviation and the 2-digit county of residence. For states other than KS, ZZ can be used for the county code. (For example, MOZZ)

Elig Fld 2 - Benefit Program Code

Effective Date – Date the Benefit Program is effective

Benefit Program – Code based on the salary tier described earlier

Update the Benefit Program code, as needed, if the employee's FTE changes or moves to a non-benefits eligible position.

# Lesson 1: Overview of Workforce Administration

## ❑ Workforce Administration Pages

### ❑ Employee Review

Each new hire and each rehire (other than reemployment or reinstatement) who is employed in a Classified Regular position must serve an Original Probation period of 6 months prior to receiving Permanent status. Periodic performance reviews are then used to inform employees of expected performance outcomes and to assess their effectiveness.

Reviews are required for employees in the Classified service. While not required by regulations, some agencies also like to provide reviews for their Unclassified employees. The possible review types are listed below. Please see Article 7 of the Kansas Administrative Regulations for more details and information on employee evaluations and probationary periods.

#### Review Types

- Classified Probation
- Classified Extend Probation
- Classified Annual
- Classified Special
- Governor's Trainee
- Training Evaluation
- Unclassified Annual
- Unclassified Extend Probation
- Unclassified Probation
- Unclassified Special

# Lesson 1: Overview of Workforce Administration

## ☐ Workforce Administration Pages ☐ Employee Review

Employee Review

Daffy, Jordan
Employee
Empl ID K0000000000
Empl Record 0

Review Details

\*Eff Date:

12/31/2015

From/To Date:

12/31/2015

12/31/2016

Business Unit:

SOKBU

State of Kansas BU

Department:

1730502000

HR Information Services

Job Code:

070100

Deputy Director

Rating Scale:

SOK

State of Kansas

Rating Model:

SOK

State of Kansas

Review Rating:

Rating Description

Review Type:

Uncl Ann

Next Review Date:

12/31/2017

Company:

SOK

Position:

K0123456

Scale Type:

Reviewers

\*Evaluation Type:

R

Supervisor/Manager

\*Reviewer ID:

K0000000001

Supervisor Name

Comment:

The Effective Date is the date of the review.

Enter the dates of the time period the review covers.

Rating scale is always SOK.

Review Rating: The rating of the employee's performance for the time period. Options are Exceptional, Exceeds Expectations, Meets Expectations, Needs Improvement, and Unsatisfactory.

Evaluation Type:  
Supervisor/Manager is used most often.

Reviewer ID: The Employee ID of the person performing the review.

Comment: Area to enter comments, if desired.

# Lesson 1: Overview of Workforce Administration

## Lesson Summary

### Employee Information

You will use Workforce Administration to set up and maintain employee information. Data entered here is very important to employee pay, Time and Labor, and benefits deductions.

### Actions & Reasons

SHARP uses Actions and Reasons to define data entry. Often the Actions and Reasons trigger data to insert into other SHARP pages and fields. Most of the Actions and Reasons are based on the Kansas Administrative Regulations. Use the SHARP Action Reason Guide to help determine the appropriate Action and Reason for your data entry.

The SHARP Action Reason Guide is located [here](#).